



Clark County Department of Building & Fire Prevention

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Division:	Building Inspection	Policy & Procedure	BI-PP-033
Subject:	INSPECTION WORK ASSIGNMENT: INSPECTION ASSIGNMENTS AND RESULTS ENTRY TO PERMANENT RECORD	Effective Date:	01/01/1990
Code:	N/A	Revised Date:	04/20/2015

POLICY AND PROCEDURE:

1. Inspection request tickets are assigned to each employee by their supervisor.
2. Inspectors will review assigned inspection request tickets for type, special requirements, flags, phone message notification, and comments.
3. Inspection reassignments shall be made and recorded in Naviline by the inspector receiving the inspection ticket prior to leaving the office in the morning.
4. Inspectors shall retrieve phone messages and place requested return phone calls prior to leaving the office in the morning.
5. When the inspection workload is heavy and an inspector has reason to doubt their ability to complete the assigned inspections, the inspector should contact their supervisor no later than 1:00 p.m. to request assistance. The supervisor will determine if other inspectors are available to assist or if the tickets are to be returned not completed. When all inspections are not able to be completed, priority shall be given to performing the requested underground, concrete, and final inspections.
6. If an inspector is not able to complete an assigned inspection, the inspector shall notify their supervisor and attempt to contact the permit holder to advise them that the inspection will not be completed due to time limitations.
7. Daily assigned inspection tickets not completed shall be returned to the inspector's supervisor for reassignment on following work day. These inspections shall have priority for completion the next workday.
8. Inspectors are to verify that the inspection history matches the jobsite inspection record card.
9. Discrepancies noted on inspection request tickets (i.e. wrong address and/or suite number, or other required information) shall be noted in the inspection history with direction for the permit holder to resolve the discrepancy through the Permit Application Center.
10. Inspections may be performed on a portion of the structure. Approved partial final inspections are to receive an AP; an AE shall be given to provide partial approval of a final inspection. The inspector shall enter a description of the area that is acceptable or the area not included or acceptable.
11. For approved with exception inspection results, the issuance of an enforcement action i.e. a correction notice, a notice of violation, and/or a red tag shall include an inspection comment that contains the type of enforcement and the enforcement tracking number.

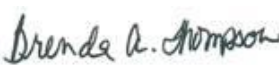


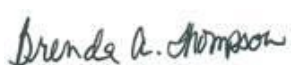


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12. Stop Work Orders shall only be issued with the approval of the Building Official.
13. All enforcement documents shall be forwarded to Records on the date of issuance and also on the date of resolution of the enforcement action. (Reference [BI-PP-40 Enforcement](#))
14. Inspection requests that are received without a computer ticket, including same day or overtime inspections, require the completion of a handwritten ticket by the inspector on the job site. The handwritten ticket shall be scheduled and resulted by the inspector on the same day the inspection is completed.
15. Inspection services receipts shall be issued for all fee inspections. (Reference [BI-PP-038 Field Collection of Fees](#))
16. Inspection tickets shall be filled out legibly with the inspector's initials, date, time, and any associated comments. The inspection comment line of the inspection ticket is to be limited to one or two brief items. Comments exceeding these limitations shall be recorded on the appropriate enforcement document in accordance with [BI-PP-40](#).
17. Inspection results shall be accurately recorded through entry to permanent record in Naviline on the day the inspection is completed.
18. A copy of the completed inspection ticket shall be provided to the permit holder at the jobsite. The original inspection ticket shall be returned to the area supervisor after the inspector results the inspection to permanent record in Naviline.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
3.11.00	Effective Inspection Request Ticket Distribution, Completion and Return	01/01/1990	03/04/2004	
BI-PP-033	Inspection Ticket Distribution, Completion, and Return			08/15/2008
BI-PP-033	Inspection Request Actions: Ticket Assignment, Completion, And Result Entry To Permanent Record		06/11/2010	
BI-PP-033	Inspection Work Assignment: Inspection Assignments And Results Entry To Permanent Record		07/11/2012	
BI-PP-033	Inspection Work Assignment: Inspection Assignments And Results Entry To Permanent Record			06/30/2013
BI-PP-033	Inspection Work Assignment: Inspection Assignments and Results Entry To Permanent Record			05/13/2014
BI-PP-033	Inspection Work Assignment: Inspection Assignments and Results Entry to Permanent Record		04/20/2015	

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